TOWARD NET-ZERO HOMES AND COMMUNITIES

REQUEST FOR PROPOSALS – Summer 2022

APPLICATION FORM

OFFICE OF ENERGY EFFICIENCY
HOMES AND COMMUNITIES DIVISION

> This Project Proposal must be submitted by **September 7th 2022, 23:59, PST.**
>
> Please submit application and supporting document in Word, Excel, or PDF format by email to **TowardNetZeroHomes-MaisonsNetteZero@nrcan-rncan.gc.ca**.
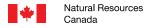>
> See Applicant Guide for more details.

Natural Resources Canada

Ressources naturelles Canada

Canada

TABLE OF CONTENTS

1. DIRECTIONS

Please submit your proposal by using the form below.

➤ Please type your responses in the appropriate boxes and submit the form.
   • Each section contains a maximum word count. Any text beyond the word count will not be considered.

➤ This form indicates "Required" and "Asset" criteria.
   • All "Required" criteria must be addressed to fulfill the requirements of the evaluation.
   • "Asset" criteria are strongly encouraged but not necessary.
   • If a criterion does not apply to your project, please explain why in the form.

➤ If any part of this Application contains confidential or proprietary information, please write it within [square brackets.] This information will remain confidential.

Application and supporting document must be submitted in Word, PDF or Excel format by email to **TowardNetZeroHomes-MaisonsNetteZero@nrcan-rncan.gc.ca** or by mail before **September 7th 2022 23:59 Pacific Standard Time.**

➤ All documents must be submitted in a single communication with the following subject line: APPLICATION – TOWARD NET-ZERO HOMES AND COMMUNITIES PROGRAM – PROPOSAL – [Organization Name]

> NRCan reserves the right to select Recipients based on multiple considerations including but not limited to evaluation score, budget limitations, and geographical representation.

2. GENERAL INFORMATION

Project Title:

Stream:

Stream 1 — Addressing barriers to adoption of energy efficient technologies

Stream 2 — Capacity building in support of net-zero energy ready codes

Stream 3 — Facilitating home energy labelling and disclosure to encourage deep energy retrofits

Name of Applicant:

Include both Common and Legal Names if applicable

Type of Applicant

If Other, please describe :

Is the Applicant an Indigenous organization?   Yes   No

The Applicant is a First Nations organization

The Applicant is an Inuit organization

The Applicant is a Métis organization

Indigenous organizations may submit to both paths of the Application Process
(See Applicant Guide for more details)

Do you wish to submit the Project to Path 1 of the Application Process?   Yes   No

Do you wish to submit the Project to Path 2 of the Application Process?   Yes   No

Total Funding Requested: $

Total Project Cost Including All Funding Sources: $

Project Start Date: **Project End Date:**

                 YYYY/MM/DD   YYYY/MM/DD

Applicant Contact Information

> For someone with signing authority

Name:

Telephone number:

Email address:

Mailing address:

Project Contact Information

> For the project lead

Same as Applicant Contact

Name:

Telephone number:

Email address:

Mailing address:

Project Location(s)

> Identify which province/territory and region the project will take place in. (e.g., Alberta, city of Calgary and Medicine Hat)

Partner Organizations

Name(s) and Website address of all partners collaborating in this project.

Name of Partner	Website address

Sharing of application materials

If we are unable to fully fund your project, we can share your proposal with other possible funders.

May NRCan share your application and any other supplemental material with other possible funders?

Yes   No

NRCan reserves to right to choose which proposals to share.

3. CONFLICT OF INTEREST ATTESTATION

A person is in a conflict of interest when they exercise an official power, duty or function that provides an opportunity to further their private interests or those of their relatives or friends or to improperly influence another person's private interests.

The following questions are to be used as guidelines to help you assess if a real, potential, or perceived conflict of interest exists. If you answer "Yes" to any of the questions below, a program official will contact you to discuss the situation further.

Have you, any individual working in your organization, your partners' organizations, or any individual working in their organization, formerly provided consultancy services to the Minister or departments that are related to this project, particularly any services associated with developing the proposal?   Yes   No

Are any current or former NRCan employees working or associated with the development of this proposal or project?   Yes   No

Is anyone in your organization either a friend or a business acquaintance of any member of the NRCan program team that could result in you or your organization receiving a preferential treatment?   Yes   No

Will a current or former public servant or any of their relatives or friends be receiving any personal or financial benefit of any kind as a result of NRCan entering into an agreement with your organization?   Yes   No

4. PROJECT DETAILS

4.1 Approach

Required

➤ Describe the project, its objectives, and how they align with the objectives of the program?

- How does the project align with your organization's mandate, vision, and goals?
- How does the project align with the objectives of the targeted stream?
- Why is the project needed in the targeted geographical area?

Asset

➤ What makes the project meaningful?

- Describe the depth of the project, its complexity, and how it addresses obstacles, issues, or barriers related to energy efficiency.
- What makes the project innovative?

Answer (Max 500 words)

4.2 Proposed Activities and Expected Outcomes

Required

➤ In the **Project Timeline: Milestones, Activities and Outcomes table** below, describe:

- The timeline of the project's activities including milestones.
- The project activities along with a start and end date.
- The eligible and ineligible activities and how ineligible activities will be funded (See Applicant Guide for list of Eligible Activities)

Project Timeline: Milestones, Activities and Outcomes

Please list all the principal activities divided by project milestone and provide a succinct description (30 words maximum) for each activity in the "Description" column.

Milestone 1: *Milestone name*		
Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
1.1 Activity title Start date End date	Yes No	
1.2 Activity title Start date End date	Yes No	

Milestone 1: *Milestone name*			
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
1.3	Activity title Start date End date	Yes No	
1.4	Activity title Start date End date	Yes No	
1.5	Activity title Start date End date	Yes No	
1.6	Activity title Start date End date	Yes No	

Milestone 1: *Milestone name*			
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
1.7	Activity title Start date End date	Yes No	
1.8	Activity title Start date End date	Yes No	

Milestone 2: *Milestone name*		
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
2.1	Activity title Start date End date	Yes No	
2.2	Activity title Start date End date	Yes No	
2.3	Activity title Start date End date	Yes No	
2.4	Activity title Start date End date	Yes No	

Milestone 2: *Milestone name*			
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
2.5	Activity title Start date End date	Yes No	
2.6	Activity title Start date End date	Yes No	
2.7	Activity title Start date End date	Yes No	
2.8	Activity title Start date End date	Yes No	

	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
Milestone 3: *Milestone name*			
3.1	Activity title Start date End date	Yes No	
3.2	Activity title Start date End date	Yes No	
3.3	Activity title Start date End date	Yes No	
3.4	Activity title Start date End date	Yes No	

Milestone 3: *Milestone name*		
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
3.5	Activity title Start date End date	Yes No	
3.6	Activity title Start date End date	Yes No	
3.7	Activity title Start date End date	Yes No	
3.8	Activity title Start date End date	Yes No	

Milestone 4: *Milestone name*			
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
4.1	Activity title Start date End date	Yes No	
4.2	Activity title Start date End date	Yes No	
4.3	Activity title Start date End date	Yes No	
4.4	Activity title Start date End date	Yes No	

	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
Milestone 4: *Milestone name*			
4.5	Activity title Start date End date	Yes No	
4.6	Activity title Start date End date	Yes No	
4.7	Activity title Start date End date	Yes No	
4.8	Activity title Start date End date	Yes No	

Milestone 5: *Milestone name*		
Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
5.1 Activity title Start date End date	Yes No	
5.2 Activity title Start date End date	Yes No	
5.3 Activity title Start date End date	Yes No	
5.4 Activity title Start date End date	Yes No	

Milestone 5: *Milestone name*			
	Project Activities and Start and End Dates	Is it Eligible? (Yes/No)	Description
5.5	Activity title Start date End date	Yes No	
5.6	Activity title Start date End date	Yes No	
5.7	Activity title Start date End date	Yes No	
5.8	Activity title Start date End date	Yes No	

Required

➤ In the **Answer** box below, explain:

- The expected outcomes of the project.
- How the activities and milestones contribute to the expected outcomes.
- How they align with the project objectives,
- The way outcomes will lead to energy efficiency improvements and greenhouse gas reductions.

Asset

➤ In the **Answer** box below, explain:

- How activities will provide innovation, capacity building, or support for Indigenous, rural or remote, or under-resourced communities.
- How activities help build collaboration, engagement, and alignment between stakeholders.

Answer (Max 500 words)

4.3 Organization's Skillset, Resources, and Experience

Required

➤ How will the organization's skills allow it to reach the project objectives?

- Include all relevant expertise of staff and partners, including financial administration and management capacities.

- How will these skills help the organization reach the project milestones?

➤ Does the Applicant have access to the required skills, expertise, and resources to undertake the project?

- How do partners enhance the skills and expertise available for the project?

Asset

➤ Describe the role of each partner and explain why they are essential to the project.

- What are the unique strengths and skills of each partner?

- Why are partners a good fit for the project?

➤ Do staff and partners have relevant experience (ex. project management, technical)?

- If the project does not include partners, why not?

Answer (Max 750 words)

There is room for more text on the next page

4.3 Answer continued from previous page

4.4 Reporting

Required

➤ What is your communication plan?

- When will you report back to NRCan on milestones, costs incurred, performance measures and other progress?

➤ What mechanisms will you use to track and report on milestones, budgets, Key Performance Indicators, and outcomes?

- Is a specific member of your team designated to create these reports?

Asset

➤ What communication products will be used to disseminate the results of the project?

➤ How will these communications support future projects to increase energy efficiency that may reduce residential GHG emissions?

➤ Does the project reserve funding for knowledge exchange and dissemination?

Answer (Max 500 words)

5. MANAGEMENT

5.1 Management Plan

<div style="background:#dde5dc;border-left:4px solid #2b5f57;padding:4px 8px;">Required</div>

In the Answer box below, explain:

➤ The project's management plan.
  - How you will ensure the project is respectful of timelines and outcomes.
  - What quality control measures will be in place.
  - How you will ensure that public funds are spent on appropriate activities.

<div style="background:#dde5dc;border-left:4px solid #2b5f57;padding:4px 8px;">Answer (Max 300 words)</div>

In the Project Team Members table below, indicate:

➤ The name of the people engaged in the project along with their role and contact information.

➤ The organization each member represents.

Project Team Members

Include the principal members of the applicant organization and partner organizations – only those people who will be engaged in the project on a substantive and ongoing basis.

Team Member Name	Role (e.g. project leader, technical lead, etc.)	Team member information (email address and / or telephone no.)	Organization Name

5.2 Equity, Diversity, and Inclusion (EDI) Considerations

Asset

➤ What makes your project anti-racist and anti-discriminatory?
- Does it acknowledge the existence of systems of discrimination and propose tools to reduce or remove their impact on the people involved or affected?
- If the project is not explicitly anti-racist and anti-discriminatory, why not?

➤ What makes the project community-centered?
- What is the community's role in the project?
- What measures are put in place to ensure that the project is inclusive of this community?
- If the project is not community-centered, why not?
- Are you working in collaboration with an Indigenous, rural or remote, or under-resourced community?
   i.   Does the project recognize the specific realities, needs, and priorities of the groups included?
   ii. Does the project prioritize local ownership and offer significant opportunity for community economic development, well-being, energy sovereignty and self-determination?
- If you're not working in collaboration with group(s) affected by the project, why not?

➤ For organizations working with Indigenous communities — Is the project mindful of the MMIWG Calls for Justice, the TRC Calls to Action, and UNDRIP?

➤ If your project does not contain EDI considerations, why not?

Answer (Max 500 words)

There is room for more text on the next page

5.2 Answer continued from prevous page

5.3 Support for Indigenous Energy Efficiency Efforts

Asset

➤ Does your project support efforts by urban, rural, or remote Indigenous groups to reach residential energy efficiency, GHG reduction, or net-zero goals?

- If so, how?
- If not, why not?

➤ How have you attempted to incorporate the concerns and objectives of Indigenous groups in your project?

Answer (Max 300 words)

5.4. Research and Evidence

> Required

➤ Is the project supported by evidence?

  • If so, what is the evidence?

  • If not, why not?

➤ For projects in collaboration with Indigenous groups, is data collection, analysis and distribution done in accordance with the First Nations principles of ownership, control, access, and possession (OCAP)?

> Asset

➤ Does the project include scientific research that will produce publicly available data?

➤ Does the Applicant or one of its partners have the necessary experience and skills to conduct scientific research?

> Answer (Max 300 words)

6. ADDITIONAL TECHNICAL DETAILS

6.1 Concept

Required

➤ How will the project increase the energy efficiency of homes and reduce or allow for the reduction of residential GHGs?

➤ What technology, building materials, and construction expertise, practices and processes will be used to achieve the objectives of the project?

Asset

➤ What makes the project technically innovative, environmentally sustainable, and adaptable to different contexts?

➤ Does the project incorporate risk mitigation and quality control measures?

➤ How does the project build on the success of similar projects?

➤ Can the project be scaled-up?

Answer (Max 500 words)

6.2 Budget

Required

➤ How will the budget be managed to ensure project objectives are reached?

➤ What makes the project good value for money?

Asset

➤ What other contributions, including in-kind contributions, will the project be receiving?

➤ How are the contributions organized?

➤ What pertinent restrictions are imposed by other contributions?

Answer (Max 500 words)

Total Contributions

Provide a list of all other contributors for this project, including the financial contributions and in-kind contributions. The list should include your contribution as well:

Contributors	Type of Organization	Contributions 2021-2022		Contributions 2022-2023		TOTAL
		Cash	In-Kind	Cash	In-Kind	
Applicant						
NRCan	**Federal**					
Contributor 1 *(Specify)*						
Contributor 2 *(Specify)*						
Contributor 3 *(Specify)*						
Contributor 4 *(Specify)*						
Contributor 5 *(Specify)*						
TOTAL CONTRIBUTIONS						
NRCan % of Total Contributions						

Note that Total Contributions in this table should equal the Total Project Costs in "Project Budget" tab.

Project Budget

APPROVED BUDGET	2022-23	2023-24	2024-25	TOTAL ($)
Canada (NRCan)				
ELIGIBLE EXPENDITURES				
Salaries and Benefits				
Overhead*				
Professional, Scientific and Contracting Services				
Travel, including Meals and Accomodations				
Equipment and Products				
Other Expenses				
Total by Fiscal Year:				
INELIGIBLE COSTS				
INELIGIBLE EXPENDITURES**				
Ineligible Expenditure Description 1 *(Specify)*				
Ineligible Expenditure Description 2 *(Specify)*				
Ineligible Expenditure Description 3 *(Specify)*				
Ineligible Expenditure Description 4 *(Specify)*				
Ineligible Expenditure Description 5 *(Specify)*				
Ineligible Expenditure Description 6 *(Specify)*				
Ineligible Expenditure Description 7 *(Specify)*				
Ineligible Expenditure Description 8 *(Specify)*				
Total Ineligible Expenditures				
IN-KIND COSTS				
Description 1 *(Specify)*				
Description 2 *(Specify)*				
Description 3 *(Specify)*				
Description 4 *(Specify)*				
Description 5 *(Specify)*				
Description 6 *(Specify)*				
Description 7 *(Specify)*				
Description 8 *(Specify)*				
Description 9 *(Specify)*				
Description 10 *(Specify)*				
Total In-Kind Costs				
TOTAL PROJECT COSTS				

7. DECLARATION

By submitting this Proposal, you acknowledge that:

- The choice of Recipients will be made following receipt and review of projects and the successful completion of due diligence;
- The organization you represent is legally registered or incorporated in Canada;
- You have the management, financial and technical resources to complete the project;
- All costs incurred for the submission of the Application Form are at the Applicant's own risk;
- You or your organization is the owner of all information – proprietary, confidential or otherwise – provided as part of the proposal submission, or, if the information belongs to another party, that written consent was obtained before it was disclosed to NRCan;
- If successful, you will provide information on the results of the project;
- No former public servants to whom the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service apply, are involved in the Project;
- If Lobbyists are used, you will ensure that the lobbyists are registered in accordance with the Lobbyist Registration Act, that no potential conflict of interest exists, and that you do not pay lobbyists on a contingency fee basis. If you contract with lobbyists to assist in seeking a contribution from federal government entities, fees paid to lobbyists are not to be related to the value of the contribution;
- If successful, you acknowledge that costs incurred prior to the execution of the contribution agreement are not eligible for reimbursement;
- The information provided is true and accurate;
- Federal reviewers are bound by the requirements of the Access to Information Act and the Privacy Act regarding the treatment of confidential information;
- NRCan reserves the right to modify the current process, and deadlines, or to cancel the entire application process at its sole discretion; and,
- No liability, commitment or obligation exists on the part of NRCan to make a financial contribution to the project until a written contribution agreement is signed by both parties.
- Has provided accurate and complete information in this proposal.

Duly Authorized Officer (Print Name)   Position Title

Signature   Date (MM/DD/YYYY)

8. CHECKLIST

☐ Letter(s) from Partner(s)

☐ Letter(s) from community leadership — for projects in collaboration with Indigenous communities

☐ Letter(s) of support from appropriate authorities — for Regional and Municipal governments

☐ Targeted program stream is identified

☐ Documentation to confirm legal entity

☐ Application Form is signed and dated

☐ Appropriate supporting documentation